

July 1965

Material for Inspection Staff

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- ✓ 1. Briefing book (12 May 1965)
- ✓ 2. Quarterly Reports, period ending 31 December 1964 and 31 March 1965 (12 May)
- ✓ 3. Directory of Agency Records Officers, dated April 1965 (12 May 1965)
- ✓ 4. Report to O/DDI (12 May 1965)
- ✓ 5. Reports to O/DD/S dated October 1964 and January 1964. (12 May 1965)
- ✓ 6. Promotional material used in implementing the Presidents Moritorium on Filing Equipment. (12 May 1965)

✓ 7. HN (10 May 1965)

8. Listing of Forms-- Numerical
Functional
Alphabetical

9. Suggested listing of components to be inspected and priority of inspection.

10. Outline for use in Inspections.

11. Control features of Agency Records Management Program -
Forms
Security Check Sheets
Annual Report
Special Filing Equipment
Special Follow-Up on use of Records Control Schedules and
Vital Record Deposit Schedules.

✓ 12. Copy of Memo for Director of Support dtd 4/28/65, re: HN Elimination of Inactive Records

✓ 13. Memo to C/Admin Staff, DDI, Subj: "Status of DDI RecMgt Program", with Attachments, dtd 11/23/64

✓ 14. GUIDE FOR THE ADMINISTRATION OF FORMS MANAGEMENT (4 June 1965)

✓ 15. Memo to Systems Group, DDP, Subj: Results of Clean-Up Campaign" dated 21 May 1965.

16. Copy of Memo dtd 31 May '61 (DDS 61-1858) to C/RecMgtStaff, STAT subject: Transfer of Agency Records Mgt, Function to the Immediate Office of the DDS; Ref: HN

ALSO: Memo from DDS (DDS 61-1959) to DDP & DDI, Subj: Agency Records Admin. Program, dtd 31 May 1961, (Designating as the CIA RecAdmin Officer and changing the emphasis in our Records Prog.

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